



State of North Dakota CONNECTND

Voucher / Payment Inquiry Training Manual



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INQUIRIES OVERVIEW

PeopleSoft Payables allows for easy inquiry across all facets of a transaction. The system goes beyond the basics of displaying recalled transaction information by tailoring its inquiry capability to real world questions that may be asked. The system accomplishes this by providing:

- Display of transaction history.
- The ability to query the same transaction by several criteria.
- Drill down capability to supporting transactions.
- Cross-module linking of inquiries.

Inquiries that relate to Payables transactions originate from either:

- Purchase Orders
- Vouchers
- Payments
- Vendors

PURCHASE ORDER INQUIRY

PO ACTIVITY SUMMARY PAGE

The PO Activity Summary page is a great tool that gives a visual representation of activity that has occurred against a purchase order. This inquiry is especially helpful when one needs to know what kind of activity has taken place after a PO has been dispatched. Examples of questions that a vendor may ask that would necessitate its use would be:

- What is the status of receiving payment against PO XXXX?
- Have any purchase orders issued to vendor XXX after 02/03/03 been received or paid?

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary

PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] 11000 [Q]


Purchase Order: [begins with] []


Purchase Order Date: [=] [] [Q]

Purchase Order Reference: [begins with] []

Vendor ID: [begins with] 0000000017 [Q]

☐ Case Sensitive

[Search] [Clear] [Basic Search](#)  [Save Search Criteria](#)

Utilize the above navigation to view the PO Activity Summary page. The Business Unit field will default from your user preferences. The additional fields, although not required, serve to narrow your search. In this example, we have specified a specific Vendor ID. Click on the  button to return a list of values that meet the search criteria

Search Results

View All First 1-4 of 4 Last

Business Unit	Purchase Order	Purchase Order Date	Purchase Order Reference	Vendor ID
11000	0000000071	03/07/2003	(blank)	0000000017
11000	0000000070	03/07/2003	(blank)	0000000017
11000	0000000053	02/27/2003	PO050	0000000017
11000	0000000030	02/26/2003	(blank)	0000000017

Our search results have returned values that have matched our criteria. If only one value was returned we would be taken directly to the PO Activity Summary page. In this example, since we have three values, we will click on the desired purchase order. If the PO number is known, typing it in will take you directly to the PO Activity Summary page.

Activity summary

Unit: 11000 PO: 0000000049 Vendor: WOODMANSEE OFFICE SUPPLY PO Status: Compl

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
1	Bond paper	CS	5.0000	50.000		

Receipt

Qty Rcvd: 5.0000

Qty Acptd: 5.0000

Invoice

Qty Invcd: 5.00

Amt Invcd: 50.000

Matched


Qty Mtchd: 5.0000

Amt Mtchd: 50.000

[Receipt](#)
[Invoice](#)
[Matching](#)
Open Qty: 0.0000 Open Amt: 0.000

[Return to Search](#)
[Next in List](#)
[Previous in List](#)
[Notify](#)






The PO Activity Summary page shows us summary information regarding what has occurred after the PO has been issued. In this example, we can ascertain that of ten items ordered, ten have been received, while only eight have been matched, and invoiced (vouched). This means that we are waiting invoicing of two items. We can get more detailed information by clicking on the [Receipt](#), [Invoice](#), or [Matching](#) links. If there is more than one line item you will need to select it in order to view the activity of it.

Unit:	11000	PO ID:	0000000049	Line	1	Item ID				
							Customize Find View All  First 1 of 1 Last			
<input type="checkbox"/>	<u>Sched Num</u>	<u>BU Recv</u>	<u>Receipt No</u>	<u>Receipt Line</u>	<u>Status</u>	<u>Seq</u>	<u>Vndr Rcpt Qty</u>	<u>Vndr Reject Qty</u>	<u>Amount</u>	<u>Currency</u>
<input type="checkbox"/>	1	11000	0000000031	1	Received	1	5.0000	0.0000	50.000	USD

The [Receipt](#) link provides detailed information on items that have been received. From here it is possible to drill back into the purchasing system to obtain more information regarding receiving documents, purchase orders, requisitions, contracts etc. Select the PO Activity Link to go back to the PO Activity page.

Unit:	11000	PO:	0000000049	Line	1	Item ID	
							Customize Find View All First 1 of 1 Last
Sched Num	AP Unit	Voucher ID	Line	Quantity Matched	Amount Matched		
1	11000	000000054	1	5.0000	50.000	+	-

Clicking on the [Match](#) link displays vouchers that have been matched according to the matching rules in effect.

Unit:	11000	PO:	0000000049	Line	1	Item ID											
							Customize	Find	View All		First		1 of 1		Last		
<u>Sched Num</u>		<u>AP Unit</u>	<u>Voucher ID</u>	<u>Line</u>	<u>Quantity Invoiced</u>		<u>Amount Invoiced</u>										
<input checked="" type="checkbox"/>	1	11000	00000054	1	5.00		50.000										

[Activity Summary](#)

[Voucher Inquiry](#)

By clicking on the [Invoice](#) link, the user will see the vouchers created against the PO. To get more detailed information on the voucher, click on the Voucher [Inquiry](#) link, to go to the Voucher Inquiry page, which will be covered in the next section. To go back to the PO Activity summary page, use the [Activity Summary](#) link.

VOUCHER INQUIRY PAGE

- Search Criteria – specific search parameters are entered in this section to locate vouchers that meet the search criteria.
- Sort Criteria – orders the results by the parameters specified.
- Voucher Inquiry Results – Displays the search results.

- A Vendor needs to know the status of receiving payment for their invoice number XXXXX?
- What vouchers were created for vendor XYZ Co? Of these, are any payments scheduled?
- Have any vouchers been created for Vendor XXX over \$500?




As a minimum, Business Unit must be populated; the other fields are optional and serve to narrow your search.


Inquiry and Reporting

When the above navigation is utilized the page will be initialized as shown above. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all known criteria are entered, press on the **Search** button to return a list of values. Results then populate according to the search criteria. To change the order of the results, adjust the sort criteria and press the **Sort** button. Results are split onto the Voucher Details and More Details tabs. Detailed information from each tab is explained below.




NOTE: Whenever this page is accessed via a link, the search criteria and voucher inquiry results will already be populated.

Voucher Details Tab

Voucher Inquiry Results										
Voucher Details		More Details								
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines	Information	Scheduled Payments
11000	00000001	Ap-001 2-20-03	02/12/2003	0000000007	WOOD-ACH-001	MAIN	Regular			

Customize Find View All  First 1-100 of 348 Last							
Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
USD	88.88					88.88	88.88

On this tab, transaction information from the voucher may be obtained. Additional information may be drilled down by accessing the following icons:

- To obtain information on the distribution lines for the voucher, click on the **Detail Lines**  icon.
- To obtain information on scheduled payments, click on the **Scheduled Payments**  icon. This will bring up the Schedule Payment Inquiry page. The Schedule Payment Inquiry page is explained later.
- If there are paid vouchers, utilize the **Payment Information**  icon.

NOTE: The above screen capture has been divided into two separate images for display purposes.

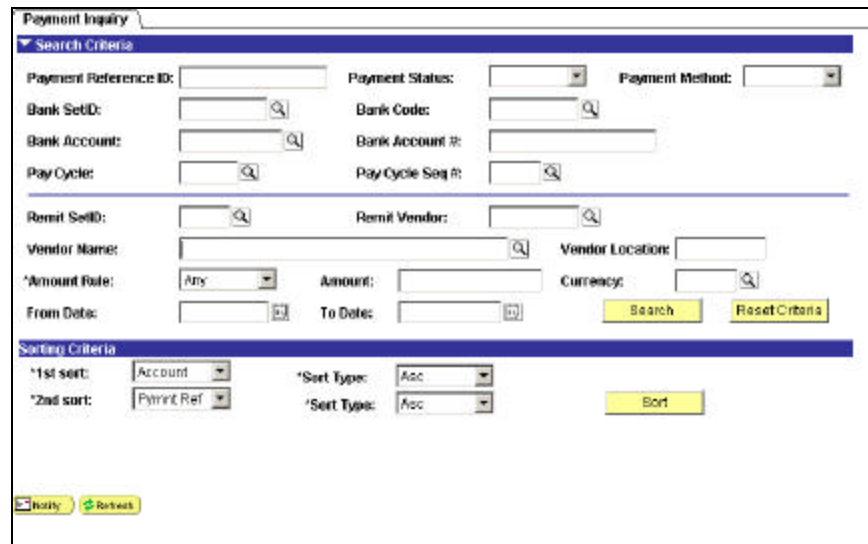
More Details Tab

Voucher Inquiry Results										
Voucher Details		More Details								
Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Print Hdr Status	Print Misc Status
11000	00000001	Posted	Approved	No Match	Open	02/12/2003	02/20/2003	02/20/2003	Valid	Valid

Additional voucher information is displayed on this tab. This tab gives you the status of the voucher. (Budget check, matching, posting etc.)

PAYMENT INQUIRY

PAYMENT INQUIRY PAGE



The screenshot shows the 'Payment Inquiry' page with the following sections:

- Search Criteria:**
 - Payment Reference ID: [Text Box]
 - Payment Status: [Dropdown]
 - Payment Method: [Dropdown]
 - Bank SetID: [Text Box]
 - Bank Code: [Text Box]
 - Bank Account: [Text Box]
 - Bank Account #: [Text Box]
 - Pay Cycle: [Text Box]
 - Pay Cycle Seq #: [Text Box]
 - Remit SetID: [Text Box]
 - Remit Vendor: [Text Box]
 - Vendor Name: [Text Box]
 - Vendor Location: [Text Box]
 - *Amount Rule: [Dropdown]
 - Amount: [Text Box]
 - Currency: [Text Box]
 - From Date: [Text Box]
 - To Date: [Text Box]
 - [Search Button]
 - [Reset Criteria Button]
- Sorting Criteria:**
 - *1st sort: [Account]
 - *Sort Type: [Asc]
 - *2nd sort: [Payment Ref]
 - *Sort Type: [Asc]
 - [Sort Button]
- At the bottom left, there are buttons for [Help] and [Refresh].

The Payment Inquiry page works similarly to the Voucher Inquiry page, and returns detailed information on payments, and has the same structure of Search Criteria, Sort Criteria, and results. This inquiry may also be navigated directly, or linked from another inquiry. Examples of questions that this inquiry would be utilized to answer are as follows:

- What payments were issued to vendor XXX from 01/01/XX through 02/28/XX?
- What payments were issued against XXXX bank account?
- Has the payment cleared the bank?
- Were any payments re-issued payments to vendor XXX in the last six months?

Navigation: Accounts Payable> Review> Payments>Payment Inquiry

When the above navigation is utilized the page will be initialized as shown on the previous page. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all criteria are entered, press on the **Search** button to return a list of values. Results then populate according to the search criteria. To change the order of the results, adjust the sort criteria and press the **Sort** button. Results are split onto the Payment Details, Additional Info, and Vendor Details tabs. Detailed information from each tab is explained below.

NOTE: Whenever this page is accessed via a link, the search criteria and voucher inquiry results will already be populated.

Payment Details Tab

Payment Inquiry Result								
Payment Details Additional Info Vendor Details								
Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
00000002	ACH	100.00	USD	02/27/2003	02/27/2003	Paid	Unrecon	
00000003	ACH	100.00	USD	03/03/2003	03/03/2003	Paid	Unrecon	

The payment details tab contains quick information about payment status, dates and amounts. This tab is presented first, as the information here would be most useful in answering a vendor inquiry.

Additional Info Tab

Payment Inquiry Result								
Payment Details Additional Info Vendor Details								
Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
00000002	Posted	No Cancel		DAILY	23	BND	9-10-151	Bank of North Dakota
00000003	Posted	No Cancel		DAILY	31	BND	9-10-151	Bank of North Dakota

The additional Info tab contains bank, check cancellation status and PayCycle information.

NOTE: In production, values on the above page will differ slightly from the manual, as changes were made that could not be incorporated prior to the cutoff publication of this manual.

Vendor Details Tab

Payment Inquiry Result		
Payment Details	Additional Info	Vendor Details
Payment Reference ID	Vendor Name	Vendor ID
00000002	Chuck Lang	0000000010
00000003	Chuck Lang	0000000010

The vendor details tab, displays the vendor that actually received the payment.

Additional Payment Details

[Back To Payment Inquiry](#)

Bank Name:	Bank of North Dakota	Pymnt Ref ID:	00000002
Bank Account #:	9-10-151	Accounting Date:	
Pay Cycle:	DWLY Seq Num: 23	Payment Date:	02/27/2003
Vendor Name:	Chuck Lang	Days Outstanding:	12
Address:	1022 North 29 Street	Payment Clear Date:	
	Bismarck ND 58501 USA	Reconcile Date:	
Payment Amount:	100.00 USD	Value Date:	02/27/2003
	Payment Method: ACH		
Description:			

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
11000	00000002	1	02/24/2003	2-27-03 check voucher post	100.00	100.00	USD			Accounts Payable Vouchers

From any of the above three tabs, clicking on the Payment Reference field will invoke this page. From this page, clicking on the Voucher ID field brings up the Voucher Inquiry page for that voucher.

VENDOR INQUIRY

SCHEDULE PAYMENT INQUIRY PAGE

Schedule Payment Inquiry

▼ Search Criteria

Vendor Set ID:

From Vendor ID:

To Vendor ID:

From Vendor Name:

To Vendor Name:

Remit SetID:

Remit Vendor:

Business Unit:

Voucher ID:

Appr Stat:

Style:

Prepaid:

Bank SetID:

Bank Code:

Bank Account:

Scheduled Pay From Date:

To:

*Gross Amount Rule:

Gross Amount:

Trans Currency:

Payment Method:

Hold Payment:

Search

Reset Criteria

► Display Currency Criteria

Sort Criteria

*1st sort:

*2nd sort:

Sort

*Sort Type:

*Sort Type:

Notify

Refresh

The Schedule Payment Inquiry page works similarly to that of the Voucher Inquiry, and Payment Inquiry pages, and has the same three-part structure. This page returns detailed information on scheduled payments by vendor.

This inquiry can be navigated to directly, or linked from other inquiries. The search criteria can be adjusted to answer questions such as:

- What payments are scheduled for vendor XYZ?
- What payments are scheduled next week over \$1,000?
- When is voucher XXXX due for payment?

Navigation: Accounts Payable> Review> Vendor>Schedule Payment Inquiry

When the above navigation is utilized, the page will be initialized as shown above. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all criteria are entered, press on the **Search** button to return a list of values. Results then populate according to the search criteria. To change the order of the results, adjust the sort criteria and press the **Sort** button. Results are split onto the Schedule Details and More Details tabs. Detailed information from each tab is explained below.

NOTE: Whenever this page is accessed via a link, the search criteria and voucher inquiry results will already be populated.

Schedule Details Tab

Schedule Payment Listing										
Schedule Details					More Details					
Style	Business Unit	Voucher ID	Invoice ID	Vendor ID	Short Vendor Name	Payment Method	Scheduled to Pay	Held Payment	Gross Amount	Trans. Currency
REG	11000	00000044	1234	0000000001	UNIT-1099-001	1 CHK	02/27/2003	<input type="checkbox"/>	3,000.00	USD
REG	11000	00000015	AP-028 New PO Voucher 2-24-03	0000000002	DACOTAH-001	1 CHK	02/24/2003	<input type="checkbox"/>	1,100.00	USD

The Schedule Details tab contains quick information about the status of pending payments and scheduled pay dates. Clicking on the Voucher ID field invokes the Voucher Inquiry page. Selecting the Voucher will take you to the Voucher Inquiry Page.

More Details Tab

Schedule Payment Listing								
Schedule Details				More Details				
Style	Business Unit	Voucher ID	Remit SetID	Remit Vendor	Bank Account #	Bank SetID	Bank Code	Bank Account
REG	11000	00000044	SHARE	0000000001	9-10-151	STATE	BND	BND
REG	11000	00000015	SHARE	0000000002	9-10-151	STATE	BND	BND

The More Details Tab supplies additional payment information.

VENDOR BALANCE INQUIRY PAGE

Vendor Current Balance

Search Criteria

SetID:

STATE

From Vendor Short Name:

HELEN'S-001

To Vendor Short Name:

HELEN'S-001

From Vendor ID:

To Vendor ID:

Business Unit:

11000

Transaction Currency:

USD

Search

Sort Criteria

*Sort By:

Vendor ID

*Sort Asc/Desc:

Ascending

Sort

Display Currency Criteria


The Vendor Balance Inquiry page is a means that lets you quickly view the outstanding balance for a vendor or range of vendors, this page displays vouchers that have been created, but not paid.

Navigation: Accounts Payable> Review> Vendor> Vendor Current Balance

When the above navigation is utilized the page will be initialized as shown on the previous page. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all criteria are entered, press on the **Search** button to return a list of values. Results then populate according to the search criteria. To change the order of the results, adjust the sort criteria and press the **Sort** button. Results are split onto the Schedule Details and More Details tabs. Detailed information from each tab is explained below.

NOTE: Always use SetID 'SHARE' when making inquiries from this page.

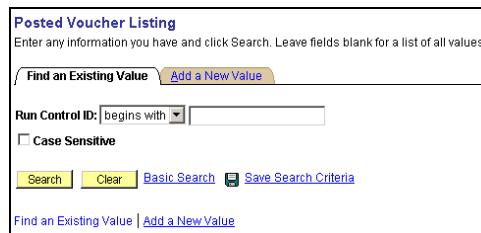
Vendor Current Balances							
Vendor ID	Short Vendor Name	Business Unit	Transaction Currency	Gross Amount	Unapplied Payments	Payable Balance	Voucher Inquiry
0000000017	<u>HELEN'S-001</u>	11000	USD	<u>3,800.00</u>		3,800.00	

The search results will display the balances for the vendor(s) selected. Clicking on the underlined fields will take you to the Schedule Payment Inquiry page and display all vouchers that make up the balance. Clicking on the  icon will invoke the Voucher Inquiry page, for the same vouchers.

REPORTING

There are several reports in the system that can provide transaction based information on demand. The purpose of this course is to familiarize you with the process of running a report, and to give an idea of the number of reports available. Accordingly, detailed information about reports will not be discussed here.

For our example on running a report, the Posted Voucher Listing has been selected. Remember, that the procedure for running any Crystal report is identical.



Posted Voucher Listing
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Run Control ID: begins with

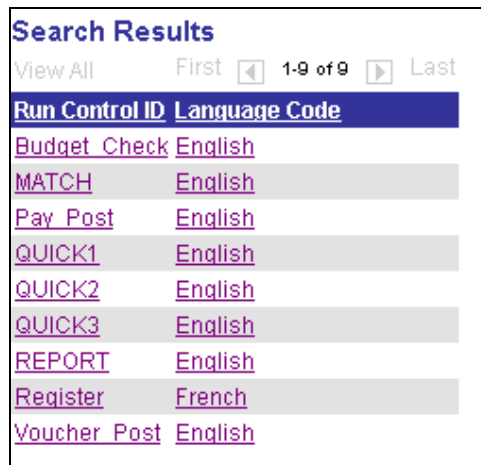
☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Navigation: Accounts Payable> Reports> Voucher> Posted Voucher Listing

First, use the above navigation. In this example, we will select an existing Run Control instead of creating a new one. If the Run Control is known, enter it into the box, otherwise, press the **Search** button to display a list of run controls. You may limit your search by partially populating the field.



Search Results	
View All	First 1-9 of 9 Last
Run Control ID	Language Code
Budget Check	English
MATCH	English
Pay Post	English
QUICK1	English
QUICK2	English
QUICK3	English
REPORT	English
Register	French
Voucher Post	English

Next select a run control.

Parameters

Run Control ID: ADHOC [Report Manager](#) [Process Monitor](#) [Run](#)

Language: [English](#)

Report Request Parameters

Business Unit: 110 Office of Management & Budget

From Date: 09/01/2002

Thru Date: 09/30/2002

*Vendor Select: Select All Vendors

Selection [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Vendor ID	Name

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Add](#)

On the Parameters page, select the criteria for the report. When completed, click on the [Run](#) icon to go to the Process Scheduler Request page.

Process Scheduler Request

User ID: kreynolds Run Control ID: ADHOC

Server Name: [Run Date](#): 03/11/2003

Recurrence: [Run Time](#): 3:57:07PM [Reset to Current Date/Time](#)

Time Zone: [Process List](#)

Select	Description	Process Name	Process Type	*Type	*Format
<input type="checkbox"/>	Posted Voucher Listing	APY1020-	Crystal	Web	HTM
<input checked="" type="checkbox"/>	Posted Voucher Listing - ND	NDSAP01	Crystal	Web	HTM

A customized version of this report has been developed for the State of North Dakota (NDSAP01). Select the version you want to run.

Next, press the [OK](#) button to run the report. You will then be taken back to the Parameters page.

Parameters

Run Control ID: ADHOC
[Report Manager](#)
[Process Monitor](#)
[Run](#)

Language: English
Process Instance: 9255

Report Request Parameters

Business Unit: 110 Office of Management & Budget

From Date: 09/01/2002

Thru Date: 09/30/2002

*Vendor Select: Select All Vendors

Selection
[Customize](#) | [Find](#) | [View All](#)
First 1 of 1 Last

Vendor ID Name

Save Return to Search Next in List Previous in List Notify Add

Click on the on the [Report Manager](#) link.

Report Manager Link

[Explorer](#)
[List](#)
[Administration](#)
[Archives](#)

View Reports For

User: kreyolds Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Report List
[Customize](#) | [Find](#) | [View All](#)
First 1-5 of 5 Last

Select	Report ID	Prce Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input checked="" type="checkbox"/>	4793	9255	Posted Voucher Listing - ND	03/11/2003 4:09:35PM	HTML Documents (*.htm)	Posted	Details	View
<input type="checkbox"/>	4792	9254	Trial Register	03/11/2003 3:41:02PM	HTML Documents (*.htm)	Posted	Details	View
<input type="checkbox"/>	4791	9253	APY2031-	03/11/2003 3:38:07PM	HTML Documents (*.htm)	Posted	Details	View
<input type="checkbox"/>	4790	9252	Posted Voucher Listing - ND	03/11/2003 3:18:08PM	HTML Documents (*.htm)	Posted	Details	View
<input type="checkbox"/>	4789	9251	Posted Voucher Listing - ND	03/11/2003 3:17:57PM	HTML Documents (*.htm)	Posted	Details	View

Delete Click the delete button to delete the selected report(s)

To print the report:

- Tab to the Administration Page
- (✓) the report that you wish to run (in this case the Posted Voucher Listing)
- Click on the [View](#) link

Report Detail Link

Report Detail

Report ID:	4793	Process Instance:	9255
Name:	NDSAP01	Process Type:	Crystal

Posted Voucher Listing - ND

File List		
Name	File Size (bytes)	Datetime Created
Message Log	0	03/11/2003 4:09:55.417000PM PST
NDSAP01_9255.HTM	667,466	03/11/2003 4:09:55.417000PM PST
PeopleSoft Trace File	8,785	03/11/2003 4:09:55.417000PM PST

Return

Click on the APY1020- 1972HTM link to view the report.

Crystal Report Viewer

[illegible]

You will then be able to view the report, in a new browser window.

QUERIES

The system has the functionality to analyze subsets of the database and return this data. This is done through means of a query. Queried data is returned in the following formats:

- To the computer screen
- To a report
- Output to Microsoft Excel workbook

Queries can be simple or complex in their function, and have the unique ability to be created with only minimal training. This course will focus only on the running of queries that have already been built; creation and modification of queries are beyond the scope of this course.

Navigation: Reporting Tools> Query> Query Manager or Query Viewer

Query Manager

Find an Existing Query

Search by:

[Create New Query](#)

You can then find an existing query by entering criteria in the Search by fields. The first field allows you to search by "Name" or "Description", while the second uses "Begins With" and "Contains", in the remaining blank field, you enter the value you are searching for. This is especially helpful when you only part of a name or description. Accordingly, the following types of searches may be chained together:

- Name Begins With XXX
- Name Contains XXX
- Description Begins With XXX
- Description Contains XXX
- If you are unsure of the name or description, leave the field blank and a list of all queries will be displayed.

Press on the button to search for the query. In our example, we will search for the value 'NDSQ'.

SEARCH RESULTS PAGE

The Search Results page appears. The results will list all queries that match the search criteria. The following information is displayed:

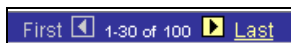
- Query name.
- Query description.
- Ownership. (Public or Private).
- Actions allowed. (Based on security access).

Search Results

Query		Customize	Find	View All	First	1-2 of 2	Last
NDSQGL01	Original Approp by Fund	Public	Delete	Rename	Run	Schedule	
NDSQGL02	Original Budget by Class	Public	Delete	Rename	Run	Schedule	

Scroll to the name of the query that you want to run.

Not all queries appear on the page. To see more of the list, use the navigation buttons and links located on the header bar.



To display all of the queries, select View All and use the scrollbar to go through the rest of the list.

To run a query from the list of queries, click the Run hyperlink located on the same row as the required query name. If there are no prompts in the query, a new browser instance will display with the results of your query.

If there are prompts defined in the query, you will need to enter the desired criteria in the prompt fields prior to seeing the results. Prompts make the query dynamic in that each time it is run, you can change the selection criteria.

Then press [View Results](#) to display the results of your query.

DOWNLOADING THE QUERY AS AN EXCEL SPREADSHEET

You have the option of downloading your query to an Excel spreadsheet. Click the hyperlink [An Excel Spreadsheet](#) link to open the file in your browser in Excel. If you are using Excel 2000, the Excel spreadsheet will appear in your browser. To save, select **File, Save As**. If you are using Office 97, the **File download** dialog box appears. You have the choice of opening the file in your browser or saving it to disk.

PRINTING A QUERY


To print a query, you must first have run the query and have it displayed in your browser. Select the Print button from your browser or select **File, Print** from you browser menu. The query will be printed on your default printer.

QUERY VIEWER PAGE


Find an Existing Query

[Create New Query](#)

Search Results


On this page, enter a portion or the entire query name you wish to access and then press the  Search Button, in the above example we entered 'NDSQ'. A list of queries will appear in the Search Results list. To run the query, press [Run](#). The following page appears.

NDSQGL01

Unit: 


[View Results](#)

Unit	Ledger	Oper Unit	Fund	Entry Type	Sum Total Amt
------	--------	-----------	------	------------	---------------

No results are immediately available since this query has prompts defined for it. Therefore, prior to seeing the results, we must insert the required information. This query is prompting for the business unit. We can either enter a specific business unit such as "11000" or we can enter a wildcard character (%) to select all values. Once the prompts are populated, then press  to see the results below.

Note: Some queries will have no prompts and therefore the results will be available immediately upon pressing the [Run](#) hyperlink.


NDSQGL01

Unit: 

[View Results](#)

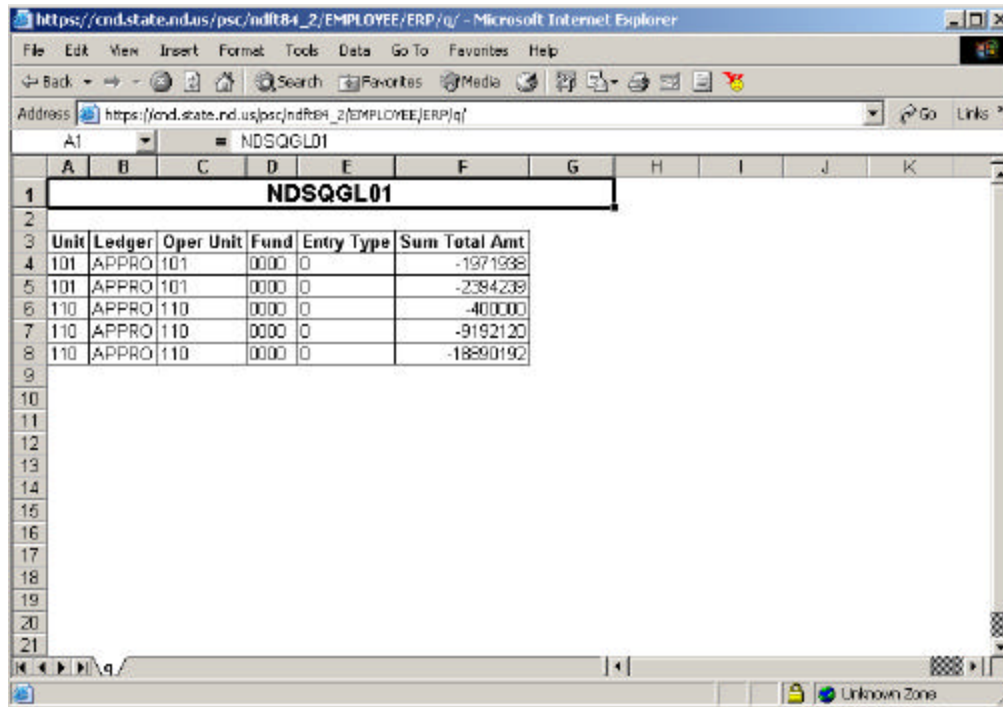
Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (1 kb)

View All

First  1-5 of 5  Last

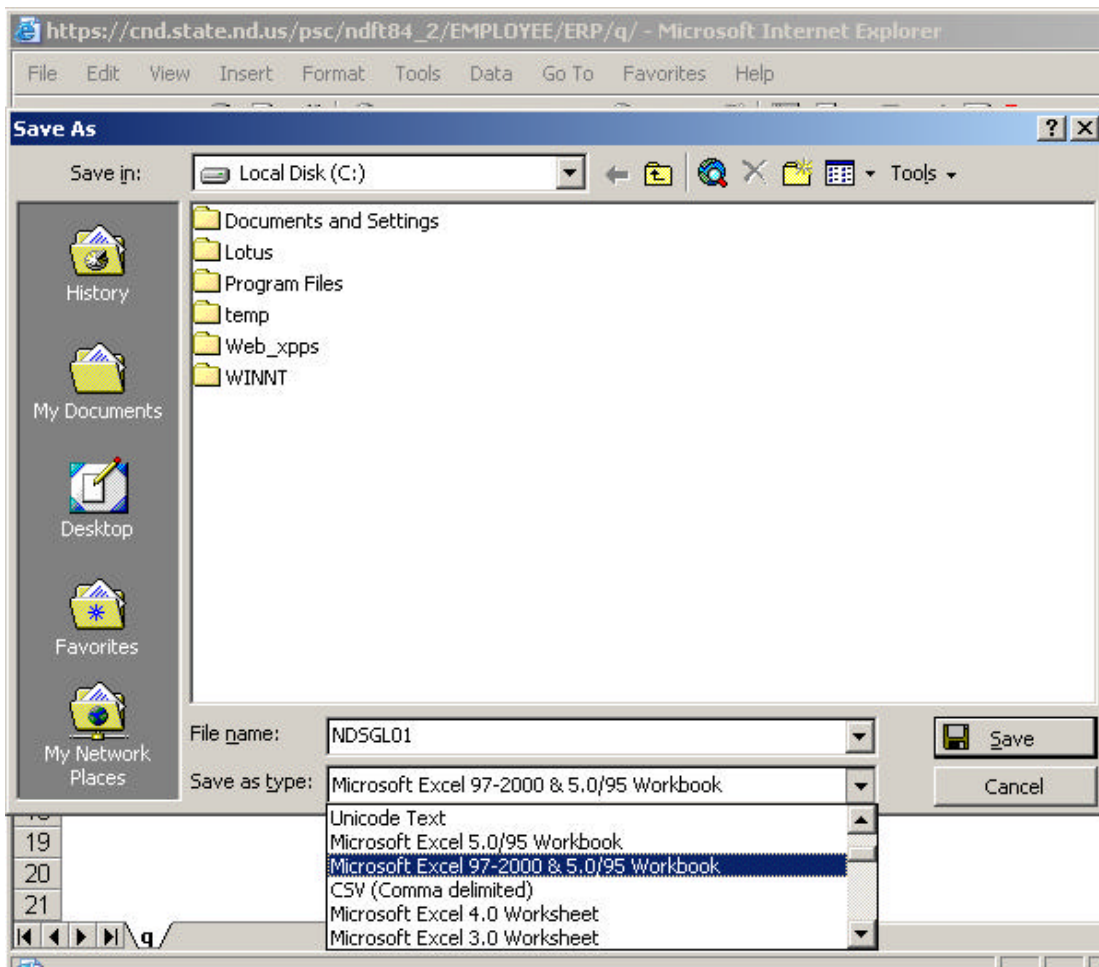
	Unit	Ledger	Oper Unit	Fund	Entry Type	Sum Total Amt
1	101	APPROP_BUD	101	00002	0	-1971938.000
2	101	APPROP_BUD	101	00004	0	-2394239.000
3	110	APPROP_BUD	110	00002	0	-400000.000
4	110	APPROP_BUD	110	00003	0	-9192120.000
5	110	APPROP_BUD	110	00004	0	-18890192.000

This view gives a quick look at the results. Since it is in the browser, you can print this page from the browser menu. However, if you want to download the information to Excel to analyze the information, press [Excel Spreadsheet](#). This brings you to the same page but now in an Excel Spreadsheet as follows.



	Unit	Ledger	Oper Unit	Fund	Entry Type	Sum Total Amt
1	101	APPROP_BUD	101	00002	0	-1971938.000
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Now you can perform any Excel tasks you wish. To save the spreadsheet, go to File, Save As to see the following page.



Be sure to not only name the spreadsheet, but also select Microsoft Excel 97-2000 & 5.0/95 Workbook format. Then save the spreadsheet.